

**GOVERNANCE BY-LAWS**  
**SOUTH CAROLINA ENTERPRISE ARCHITECTURE**  
**ARCHITECTURE OVERSIGHT COMMITTEE**

**1. Scope of Responsibility**

The charge of the Architecture Oversight Committee (AOC) is to advise the State Budget and Control Board's Division of the State Chief Information Officer on how the State might best use technology to become a recognized leader in delivering cost effective services desired by citizens, businesses, and government organizations, while maximizing constituent participation in the governmental process.

The Architecture Oversight Committee is generally charged with the following responsibilities regarding information technology (IT):

- a. Promoting the use of IT to support business requirements and to achieve more effective and efficient use of IT resources;
- b. Ensuring that training programs and clear career paths exist for all IT staff, and encouraging education on emerging technologies;
- c. Incorporating an IT knowledge sharing/transfer program across agencies that will reduce redundant effort, encourage cross-training of individuals, and exploit centers of expertise;
- d. Making IT a business-driven line activity, not a technology-driven activity;
- e. Making IT investment decisions based on value;
- f. Leading constant year-to-year operational productivity improvements through monitoring best- in-class IT benchmarks;
- g. Leading a business-smart, enterprise-wide IT organization and an IT-smart business operation; and
- h. Leading the implementation of both simplicity and flexibility throughout the State's technology environment.

For the purposes of determining the activities to be undertaken by the Architecture Oversight Committee, information technology is defined as "electronic data processing goods and services, telecommunications goods and services, information security goods and services, information management, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes."

**2. Issue Review and Action Requests**

The Architecture Oversight Committee will consider issues and requests that fall within its scope of responsibility sent to it by Domain Subcommittees, the State

Technology Architect, members of the Architecture Oversight Committee and state agencies. Items to be included on the Architecture Oversight Committee agenda are to be submitted to the State Technology Architect in the Division of the State CIO, who will propose the agenda to the entire Committee for its adoption.

### **3. Authority**

The State Budget and Control Board is authorized to undertake the development of enterprise architecture policies and standards and, further, to take such actions as may be necessary to carry out the other requirements set forth herein by Section 11-35-1580 of the South Carolina Consolidated Procurement Code. This Section states that the State Budget and Control Board shall be responsible for:

- a. Assessing the need for and use of information technology;
- b. Administering all procurement and contracting activities undertaken for governmental bodies involving information technology in accordance with this chapter;
- c. Providing for the disposal of all information technology property surplus to the needs of a using agency;
- d. Evaluating the use and management of information technology;
- e. Operating a comprehensive inventory and accounting reporting system for information technology;
- f. Developing policies and standards for the management of information technology in state government;
- g. Initiating a state plan for the management and use of information technology; and
- h. Providing management and technical assistance to state agencies in using information technology; and
- i. Establishing a referral service for state agencies seeking technical assistance or information technology services.

The State Budget and Control Board has delegated the authority granted to it by this Section of the South Carolina Consolidated Procurement Code to the Division of the State CIO. Based upon this authority, the Division of the State CIO has established the Architecture Oversight Committee and the Advisory Committees as set forth below. Accordingly, the authorization for these Committees to conduct operations and take actions concerning enterprise architecture issues is derived from the Division of the State CIO and Section 11-35-1580 of the South Carolina Consolidated Procurement Code.

### **4. Rules and Procedures**

The Architecture Oversight Committee shall follow *Robert's Rules of Order* in conducting meetings and making decisions, except as otherwise prescribed herein.

## 5. Membership and Representation

All state agencies shall be represented on the Architecture Oversight Committee. Such representation will be accomplished as set forth below and will include a total of nineteen (19) representatives being elected/appointed to the Architecture Oversight Committee:

Functional Groups - Fifteen members of the Architecture Oversight Committee will represent functional groups (i.e., public safety, environmental, education, etc.) of state agencies (see below). It is believed that agencies in these functional groups experience many of the same technology needs, issues and concerns, and this arrangement should ensure that the interests of these agencies can be adequately presented to, and addressed by, the Architecture Oversight Committee. The functional groupings of agencies are based upon the groupings established in the State Appropriation Act, with a few minor exceptions. Each functional group of agencies will have two (2) representatives except for the Legislative group of agencies, which will have only one (1) representative. Each functional group of agencies will also have two (2) designated alternates, except for the Legislative group of agencies which will only have one (1) designated alternate, who may participate on the Architecture Oversight Committee in the absence of the primary representative and shall have voting rights as set forth below.

Functional Group	No. of Representatives
<b>LEGISLATIVE</b>	<b>1</b>
A01 - The Senate	
A05 - House of Representatives	
A15 - Codification of Laws and Legislative Council	
A17 - Legislative Printing, Information and Technology Systems	
A20 - Legislative Audit Council	
A85 - Education Oversight Committee	
<b>EXECUTIVE AND ADMINISTRATIVE</b>	<b>2</b>
D05 - Governor's Office - Executive Control of State	
D10 - Governor's Office - SLED	
D17 - Governor's Office - Office of Executive Policy and Programs	
E04 - Lieutenant Governor's Office	
E08 - Secretary of State's Office	
E12 - Comptroller General's Office	
E16 - State Treasurer's Office	
E20 - Attorney General's Office	
E21 - South Carolina Commission on Prosecution Coordination	
E22 - Office of Appellate Defense	
E23 - Commission on Indigent Defense	
E24 - Adjutant General's Office	
E28 - Election Commission	
F03 - Budget and Control Board	
F27 - B & CB - Auditor's Office	
<b>EDUCATION</b>	<b>2</b>
H03 - Commission on Higher Education	
H06 - Higher Education Tuitions Grants Commission	

**H59** - Technical & Comprehensive Education Board  
**H63** - Education Department  
**H67**- Educational Television Commission  
**H71**- Wil Lou Gray Opportunity School  
**H73** -Vocational Rehabilitation  
**H75**- Deaf & Blind School  
**H79** - Archives & History Department  
**H87** - State Library  
**H91** - Arts Commission  
**H95** - Museum Commission

**HEALTH**

2

**J02** - Department of Health and Human Services  
**J04** - Health & Environmental Control Department  
**J12** - Department of Mental Health  
**J16** - Department of Disabilities and Special Needs  
**J20** - Department of Alcohol & Other Drug Abuse Services

**SOCIAL REHABILITATION SERVICES**

2

**L04** - Social Services Department  
**L12** - John De La Howe School  
**L24** - Blind Commission  
**L32** - Housing, Finance & Development Authority  
**L36** - Human Affairs Commission  
**L46** - State Commission for Minority Affairs

**JUDICIAL /CORRECTIONS/CRIMINAL JUSTICE**

2

**B04** - Judicial Department  
**B06** - Sentencing Guidelines Commission  
**C05** - Administrative Law Judges  
**K05** - Department of Public Safety  
**N04** - Department of Corrections  
**N08** - Department of Probation, Parole, and Pardon Services  
**N12** - Department of Juvenile Justice

**CONSERVATION, NATURAL RESOURCES, DEVELOPMENT  
AND TRANSPORTATION**

2

**P12** - Forestry Commission  
**P16** - Agriculture Department  
**P24** - Department of Natural Resources  
**P26** - Sea Grant Consortium  
**P28** - Parks, Recreation & Tourism Department  
**P32** - Department of Commerce  
**P34** - S C Jobs - Economic Development Authority  
**P36** - Patriot's Point Development Authority  
**P48** - Old Exchange Building Commission  
**U12** - Department of Transportation

**REGULATORY**

2

**R04** - Public Service Commission  
**R06** - Office of Regulatory Staff  
**R08** - S C Workers' Compensation Commission  
**R12** - State Accident Fund  
**R14** - Patients' Compensation Fund  
**R16** - Second Injury Fund  
**R20** - Insurance Department

**R23** - Board of Financial Institutions  
**R28** - Department of Consumer Affairs  
**R36** - Department of Labor, Licensing, and Regulation  
**R40** - Department of Motor Vehicles  
**R44** - Department of Revenue  
**R52** - State Ethics Commission  
**R60** - Employment Security Commission  
**S60** - Procurement Review Panel

(Note: Colleges and universities are not participating in the IT Enterprise Architecture Project at this time and are not represented on the Architecture Oversight Committee.)

At-Large Members - There will be three (3) at-large members on the Architecture Oversight Committee. The purpose of having at-large members is to provide expertise in technology areas (i.e., homeland defense, HIPPA, etc.) not available in, or specifically identified with, a functional group of agencies. The State Technology Architect will recommend appointments of at-large members to the Architecture Oversight Committee, and the Architecture Oversight Committee must approve such appointments. There will be no designated alternates for at-large members of the Architecture Oversight Committee. At-large members will be required to meet the same qualifications as AOC members and at-large membership can be extended to county and local governments.

Division of the State CIO - The State Technology Architect shall represent the Division of the State CIO on the Architecture Oversight Committee. The State Chief Information Officer shall serve in this capacity in the absence of the State Technology Architect.

Member Replacement - If a member becomes unable to serve on the committee, he or she will submit a letter of resignation to the AOC Chair. Should a member be unable to attend a scheduled AOC meeting that member shall contact an alternate. Any member with three consecutive unexcused absences shall be recommended for review by the AOC chair to the Committee. In the event that a member is recommended for replacement, that member's position on the Committee shall become open for new appointment for the same term of office. That is, members serving a two-year term will be replaced by alternates serving two-year terms and similarly for members serving one-year terms.

Alternate Replacement - When an alternate is unable to serve for any reason, the replacement shall be selected from the same functional group (but not necessarily from the same agency) to serve out the remainder of that term and if there is less than six months on the out going alternate's term, the election will be for the remainder of that term and the following term. The selection of the replacement alternate will be accomplished through an informal election process.

The Division of the State CIO shall maintain a current directory and contact information for all Architecture Oversight Committee members and their designated alternates on the Architecture Web site (see Communications below).

## **6. Term**

The State CIO will send a letter to agency directors in each functional group annually requesting that they appoint a person within their agency to coordinate the election/appointment of the appropriate number of representatives to serve on the Architecture Oversight Committee. These individuals will also elect/appoint a designated alternate for each representative. The length of the term that each representative (and his/her designated alternate) shall serve on the Architecture Oversight Committee is two (2) years. To promote continuity, and for the initial term only, one representative and their designated alternate from each functional group, except for the Legislative functional group, shall be elected/appointed for a one-year term only. The representative from the Legislative functional group, and his/her designated alternate, shall be elected/appointed to serve for a two- year term.

The at-large members shall also serve two-year terms on the Architecture Oversight Committee, except for the initial term. During the initial term, two (2) at-large members shall be elected/appointed to serve for one-year terms only. Thereafter, all at- large members shall serve two- year terms.

The State Technology Architect shall be a permanent member of the Architecture Oversight Committee.

At the expiration of their terms, members of the Architecture Oversight Committee may be re-elected/re-appointed to serve on the Architecture Oversight Committee.

## **7. Qualifications of Representatives and Designees**

All representatives and their designated alternates elected/appointed to serve on the Architecture Oversight Committee must be an agency's chief information officer (CIO) or equivalent, or be a member of senior management of an agency.

## **8. Chair and Vice-Chair**

The State Technology Architect shall serve as the Chairperson of the Architecture Oversight Committee. A Vice-Chair will be chosen from the AOC membership. The chairman will nominate the candidate of his choice, after which the floor will be opened to other nominations from the AOC members. The final selection will be made by a vote of the AOC.

## **9. Quorum**

Two-thirds of the members, or their designated alternates, of the Architecture Oversight Committee must be present to constitute a quorum. A simple majority

consensus of the members present is required for approval of any decision by the Architecture Oversight Committee.

## **10. Voting Rights**

Only authorized representatives or their designated alternates, as set forth above, shall be entitled to vote on actions taken by the Architecture Oversight Committee. When an AOC member is unable to attend a meeting, the member will request that the alternate serving the same term attend in place of the member. If that alternate is unable to attend, the member will make the same request of the other alternate. In such instances, the member will be responsible for notifying the chairman that an alternate will be serving in his place. In the absence of a representative and his/her designated alternate, another person may represent a functional group of agencies at the Architecture Oversight Committee, but cannot vote.

## **11. Critical Issues**

Any member of the Architecture Oversight Committee can request that a critical issue be placed on the agenda and addressed in an expedited manner. Such requested must be coordinated with the Division of the State CIO Support Group and are usually necessary in order to be responsive to an agency's timeline. These requests will be processed in a timely manner, when possible.

## **12. Advisory Committees**

Domain and discipline committees may be established to serve in an advisory capacity to the Architecture Oversight Committee. Existing committees may also be used in this same capacity provided the Architecture Oversight Committee determines that such committees adequately represent all interest groups in a specific technology area. For domain and discipline committees established by the Architecture Oversight Committee, the Chairperson will be appointed by the Domain Subcommittee members and will be required to follow *Robert's Rules of Order* in conducting meetings. A member of the AOC will be appointed to serve as a principal contact to each Domain Subcommittee. For existing domain and discipline committees, the present organizational structure and parliamentary procedures may continue to utilized by such committees. The primary function of these advisory committees shall be to serve as subject matter experts on issues affecting domains and disciplines, and to ensure integration across domains (for issues that have the potential to affect multiple domains and/or disciplines). The appropriate size for a Domain Subcommittee is eight members, with allowances for exceptions as dictated for the task at hand, as approved by the AOC. From time to time, it might be appropriate to solicit the temporary assistance of persons outside of the subcommittee to serve as special subject matter experts.

Selection of members - The CIO staff on behalf of the AOC will send out an email

to the agency representatives (IT Directors, etc.) with copies to agency directors soliciting nominee names and backgrounds for each domain subcommittee. There will be no restrictions on the number of nominees. Nomination is voluntary. The following statement will be used to qualify nominees:

Membership should be open to any knowledgeable State or local government personnel, educators, independent consultants, or people working for non-profit organizations. It should not include any people from any vendor companies that could potentially have a conflict of interest with the subject matter.

Minimum qualifications have to include several years of direct experience within the field of knowledge to be addressed. Academic credentials are useful, but the major criteria should be actual time on the job working with the technology itself.

The AOC chair will appoint two to three members of the AOC for each domain to select the first group of Subcommittee members. One of those will become the principal contact for the Subcommittee.

Domain Subcommittee members will be asked to serve for a period of one- year and will remain on the Subcommittee unless they are unable to serve due to some personal reason or they move into a position that creates a conflict of interest.

The Domain Subcommittees will hold their first meeting with their AOC principal contact present. The AOC principal contact is not required to attend all Subcommittee meetings. Their first order of business will be to get organized and to review, update and approve their Domain Profile.

The Domain Subcommittee chair will recommend additions/replacements for members as needed during the year. At the end of the year, a new letter requesting nominees will be sent to the agencies. The Domain Subcommittee chair along with the designated AOC contact will propose a new list of members to the AOC. A new chair will be selected or elected. Subcommittee members and chairs can serve multiple years.

### **13. Orientation Process**

The Division of the State CIO shall establish orientation processes for new members of the Architecture Oversight Committee and for agency CIO's to ensure that they are aware of the IT enterprise architecture project, and how the architecture processes work.

### **14. Communications**

The Architecture Oversight Committee recognizes communications with the State's leadership and agency personnel as a key responsibility necessary to the



effective operations and management of the State's technical architecture. Toward this end, the Architecture Oversight Committee will maintain a Web site for soliciting and collecting IT agency/consumer input, for the posting of deliberations and decisions made by the Committee, and for distributing the results of those recommendations to the state agency community at large. The following activities will form the key components of the communications strategy:

- a. The Architecture Oversight Committee's communications strategy will include access for all Architecture Oversight and Advisory Committee members to:
  - Basic information and news from each committee
  - Document sharing archives for each committee
  - Discussion forums for each committee
  - Feedback links from agencies/consumers to committee chairs
  - Threaded discussion forums for each committee
  - Survey tools for polling specific or general groups of IT consumers
  - Listserv for group emails
- b. The staff to the Architecture Oversight Committee, provided by the Division of the State CIO, will actively maintain this Web site supporting the collection and communication of information about plans, proposals, requests, research, meeting schedules, minutes and agendas by Architecture Oversight Committee and all Advisory Committees.
- c. The Architecture Oversight Committee will publish an annual report detailing activities from the previous fiscal year for distribution to the State's leaders and agency managers. This report will contain performance measures as to the number of requests received by the Architecture Oversight Committee, actions taken, waivers/exceptions, appeals, term contract established, projected fiscal impact, etc.

## **15. Reporting Procedures**

The Architecture Oversight Committee and Advisory Committees will prepare minutes after each meeting to be distributed to members and agencies. These minutes will advise recipients of any actions taken by these Committees. This information will also be posted to the Architecture Web site. All supporting documentation for such actions, unless it imposes a security risk, will generally be made public on the Web site.

## **16. Annual Review**

The Architecture Oversight Committee will establish a subcommittee to review, at least annually, the operating and the decision making authorities set forth

herein and make recommendations for improving the efficiency and effectiveness of this body. Recommendations are to be submitted to the full Architecture Oversight Committee and require a quorum and majority vote as set forth above for passage.